"बिजनेस पोस्ट के अन्तर्गत डाक शुल्क के नगद भुगतान (बिना डाक टिकट) के प्रेषण हेतु अनुमत. क्रमांक जी.2-22-छत्तीसगढ़ गजट / 38 सि. से. भिलाई, दिनांक 30-05-2001."

पंजीयन क्रमांक
"छत्तीसगढ़/दुर्ग/09/2012-2015."

छत्तीसगढ़ राजपत्र

(असाधारण)
प्राधिकार से प्रकाशित

क्रमांक 519] रायपुर, सोमवार, दिनांक 13 अक्टूबर 2014— आश्विन 21, शक 1936

विधि एवं विधायी कार्य विभाग
मंत्रालय, महानदी भवन, नया रायपुर

HIGH COURT OF CHHATTISGARH, BILASPUR

No. /R.G./2014/7262 Bilaspur, the 23rd September, 2014

PROCEDURE FOR PROCUREMENT, REPLACEMENT AND DISPOSAL OF OLD AND OBSOLETE TELECOMMUNICATIONS & COMPUTING/IT PRODUCTS, ELECTRONICS ITEMS ETC. OF HIGH COURT OF CHHATTISGARH RULES, 2013

High Court of Chhattisgarh is framing the following Procedure in regard to procurement, replacement and disposal of old and obsolete telecommunications & computing/IT products, electronics items etc.

1. **Short title and commencement :-**

(i) These rules may be called as "Procedure for procurement, replacement and disposal of old and obsolete telecommunications & computing/IT products, electronics items etc. of High Court of Chhattisgarh Rules, 2013".

(ii) These rules shall be applicable for the IT products provided to the Judges of High Court of Chhattisgarh including the Chief Justice, Judicial Officers of Chhattisgarh State posted at various District & Subordinate Courts and posted on deputation.

(iii) It shall come into force from the date of approval of the Full Court.

2. **Procurement entitlements :-**

(i) The financial limits/entitlements for procurement of mobile phone instruments and computing equipments are

subject to approval of the Chief Justice as under :-

S. No. (1)	Item (2)	Entitled categories (3)	Existing Limits (4)
(a)	Laptops	The Chief Justice and the Judge of High Court of Chhattisgarh.	Rs. 1,00,000 (Rupees One Lakh).
		Judicial Officers of Chhattisgarh State posted at various District & Subordinate Courts and posted on deputation.	Rs. 70,000 (Rupees Seventy Thousand).
(b)	Desktops	The Chief Justice and the Judges of High Court of Chhattisgarh.	As per the market value of the required items.
		Judicial Officers of Chhattisgarh State posted at various District & Subordinate Courts and posted on deputation.	
(c)	Laser Printer-cum-Scanner-cum-Fax-photocopier	The Chief Justice and the Judges of High Court of Chhattisgarh.	
	Laser Printer-Scanner	Judicial Officers of Chhattisgarh State posted at various District & Subordinate Courts and posted on deputation.	
(d)	UPS	All categories	
(e)	Mobile Phones	The Chief Justice & Judges of High Court.	As may be decided by the Chief Justice.

Notes :-

1. UPS will procured only with the Desktops.
2. The above price limits are exclusive of all taxes, peripheral and the AMC, wherever applicable.

(ii) Recurring user charges of Mobile phones shall be subject to the instructions or orders issued by the State Government from time to time in this regard.

(iii) Keeping in view that the Laptops purchased at government expense are assigned to the entitled users in their individual capacity, the users may purchase laptops/note-books of higher value subject to the condition that the reimbursement by the Government would be limited to the upper ceiling prescribed for such item, and the balance amount would have to be paid by the concerned user from his own pocket.

3. **Useful life of various items and replacement :-**

(i) Depending upon the nature, usage, maintenance cost, obsolescence in terms of technology, up gradation of technology etc., the related items are classified in following categories for the purpose of disposal of these

items :-

Category (1)	Nature (2)	Items (3)	Useful/Productive Life (4)
(a)	Immediate obsolescence/ use and throw products.	Printing Consumables (Ink Toners), Floppies, CDs, DVDs, Digitals Audio Tapes (DAT), Linear Tape Open (LTA). UPS Batteries.	As per usage. No residual value determined. However, proper inventories of purchase, issue and final use/disposal etc. would be maintained in order to keep an accounting system.
(b)	Low life/Fast obsolescence products.	Mobile Phones	Three years
(c)	Medium obsolescence Medium life products.	Laptops, External Hard Disk Drive (HDD), Desktops, Printers, Multi functional Device (MFDs). Scanners. Multi-media projectors. UPS system etc.	Five years in case of laptops, HDD etc. for replacement, Residual values determined separately. Five years for replacement.
(d)	Slow obsolescence/ long life product.	Fax, EPABX, Electronic items such as cameras, TVs, DVD Players, Public Address system. Electronic Calorie Meter, Electronic Thaw. Unit Sterilizers etc.	Five years
(e)	Software	Software like Libre Office, Ubuntu, MS Office, Oracle, MS-SQL, MS Windows, Antivirus etc.	Please refer to the explanation given under para 3(e) below.

Note :- The above mentioned items can be used beyond the mentioned/specified life till such time these items continue to serve the purpose.

(ii) Explanatory Note on the items, as mentioned in the table, are given below :

(a) Category-I : Use and throw products :

These products have no fixed life and can used till these are consumed or are under replacement warranty (like SMF batteries are covered under 1 year replacement warranty from the manufacturer). However, the High Court and concerned District Courts must maintain proper inventory of purchase, issue and disposal thereof so as to ensure prudent official use of these items.

(b) Category-II : Low life product :

The general useful/productive life in the case of product/items in this category like mobile phones and accessories would be three years. However, one may use the same for longer period so long as the item/equipment serves the purpose.

(c) Category-III : Medium life product :

The useful/productive life of product in this category which includes Laptops, Desktops, Printers, Multi-functional Devices (MFDs), Multi media projectors and UPS system etc. is fixed at 5 years even though the products can be continued to be used for longer period, being a multiple level of usage in terms of level of works to be done like Software development/testing, Data Processing, information searching, word processing etc. Accordingly, the life

of these products is fixed as five years for replacement purpose. However, one can use the equipment for loner period so longer as it fulfills the user requirements.

(d) Category-IV : Long life products :

These products like Fax/EPABX and electronic Items can be used for more than 5 years due to comparative stability in specifications/services. Accordingly, the replacement life of these products is fixed as 7 years. However, one can use the same for longer period so long as these products serve the user requirements.

(e) Category-V : Software :

Purchase of software can be booked as a one-time expenditure. The old software can be upgraded into latest version by taking the benefit of old purchase in case scheme is available from the developer/principal company. In the alternative, latest software can be purchased and in that case the residual value of the old software can be treated as NIL.

4. **Rates of Depreciation and the Residual Values :-**

The rates of depreciation of store-items and the method to be adopted for the said purpose shall be as follows :-

(a) No residual value is being assigned for Category-I items.

(b) The rate of depreciation shall be 60% per annum in case of Mobile phones, 40% per annum for all medium life products & 20% for long life products in diminishing balance method as shown in column (3) of para 2 of finance circular No. 502/Fin./B-4/2014 dated 9-7-14.

(c) The Government policy permits the entitled class of users to purchase the equipments in the above categories mentioned under clause (2) of rule 3 at price higher than the permissible limits subject to the reimbursement restricted to the prescribed limits and while calculating the residual value of the equipment, only the amount of permissible limits shall be taken into account and the amount spent by a user in excess thereof at the time of purchase shall not be considered.

(d) **Replacement and disposal :-**

(i) The entitled users can seek the replacement of a Mobile Phone on completion of three years period from the date of purchase of the equipment and on completion of five years period after the date of purchase in the case of a laptop/note book.

(ii) Whenever an entitled user seeks to replace his item in this category II and III on completion of the prescribed period, he has the option to either return the Used/old equipment to the High Court of Chhattisgarh or retain the same for his personal use at the residual value calculated under clause (b) above. This option would also be available in the case of retiring entitled users/officers.

(iii) In the case laptop is used for 5 years by an entitled user without seeking a replacement with a new laptop, there would be no need to return/deposit the same in the store and it would be written off from the books as the value of the said item would be negligible. However, in case the laptop is replaced with a new laptop after 3 year but before completion of 5 years, the residual value of the old laptop will be calculated as per the depreciation rate under clause (b).

(iv) In case an item under category III has been used for a period of 5 years, it may be allowed to be retained by the Judges/Judicial officers at the residual value of the products for their personal use. On completion of 6 years life of the products, it may be allowed to be given to the Judges/Judicial officers at 'zero' price as the residual value at the end of 6 years period is negligible. However, a proper inventory would be maintained for the purpose.

(v) Purchase of category V items can be booked as one time office expense. The old software can be upgraded into latest version by taking the benefit of old purchase in case scheme is available from the developer/principal company, otherwise latest software can be purchased and the value of the old software can be treated as NIL.

5. **Method of condemnation :-**

(i) All the Telecommunication/IT/Electronics equipments covered under these instructions are procured with a prescribed warranty/replacement period and the AMC period, where the purchase order is so designed. No replacement of any of the IT Products/equipments would be permissible so long as it is within the stipulated replacement or repair warranty period or the AMC period built in upfront at the time of purchase order.

(ii) The minimum life for condemnation of the equipment would be followed as defined for each category separately. However, in case any product gives frequent problems before attaining its minimum recommended life or goes badly out of order and repair/maintenance cost is not economically viable (i.e. where the repair cost exceed the depreciated residual/value of the item), such items can be condemned with the recommendation of a Techinical Committee to be constituted for the purpose.

(iii) A committee will be constituted by the Chief Justice for the High Court and by the District Judge for respective District Court, in which one of the Members would be a Technical person for condemnation of these store items or committee constituted under clause (2) of para 2 of Finance Circular 502/Fin./B-4/2014 dated 9th July, 2014.

(iv) Further, laser printers are now available with better speed at lower price having less running cost with 1 year/3 years warranty. The old laser printer can be replaced with new laser printers in case repaid cost plus cost of toner drum and estimated AMC cost are equivalent or better specifications. The approach suggested for replacment of laser printers can also be adopted for other items of similar nature like Scanner, Photocopier and Fax etc.

(v) In addition to the above, High Court of Chhattisgarh would have the discretion to purchase new products in lieu of old/obsolete items under buy-back options as provided under clause (6) of para 2 of Finance Circular 502/Fin./B-4/2014 dated 9th July, 2014.

6. **Disposal of condemned items :-**

(i) The items covered under these instructions, once condemned, may be disposed off in the following manner :

(a) Wherever the items have completed thier minimum prescribed replacement period, or the retention period in case of retiring Judges/Judicial officers, the same may be allowed to be retained by the concerned Judge/Judicial officer at the depreciated value;

(b) The items, once declared fit for condemnation or declared unfit for continued use in the Courts/Office/ Sections of the High Court, may be offered to the officers/employees working in the High Court/Subordinate Courts at the depreciated value or 'zero' price as applicable in each category. In case more than one persons are interested for the same item, it may by allotted by holding a draw of lots.

(ii) Wherever no officers/employees of High Court/Subordinate Courts come forward to purchase/take such item, these would be disposed off as under :-

(a) A committee constituted by the Chief Justice would dispose off the items on a quarterly basis at the rates to be invited through Press Tenders or from empanelled vendors. The depreciated value of the items would generally be retained as the Reserve Price, unless fixed lower by the Committee for reasons to be recorded in writing. Likewise, a common store will be created in High Court and each District Court for disposal of old items on quarterly basis through the commitee functioning in High Court and each District Court under the Chairmanship of concerned Committee.

(b) The High Court, in any case, would maintain the inventory of all purchase and disposal off all these items.

(c) The High Court/District Courts shall be required to submit the details of its condemned stores to the

Chairman of concerned Committee in the following proforma :-

S. No.	Description of the item	Invoice date	Invoice value (in Rs.)	Qty.	No. of years from the date of invoice	Depreciated value (in Rs.)
(1)	(2)	(3)	(4)	(5)	(6)	(7)

(d) In cases where bids are not received for disposal of the items at reserve price, the old items, which may still be usable, can also be considered for donation to State/Central Government recognized services organization/NGOs and a certificate shall be issued in this behalf.

Sd/-
(Arvind Singh Chandel)
Registrar (Vigilance)-cum-Secretary to
Rule Making Committee.

छत्तीसगढ़ के राज्यपाल के नाम से तथा आदेशानुसार,
सुषमा सावंत, अतिरिक्त सचिव.

संचालक, मुद्रण तथा लेखन सामग्री, छत्तीसगढ़ द्वारा शासकीय मुद्रणालय, रायपुर से मुद्रित तथा प्रकाशित - 2014.